

SOUTHEASTERN UNIVERSITY

DEPARTMENT OF MEDIA SERVICES BUSH CHAPEL PRODUCTION FORM

EVENT: _____

EVENT DATE (S): _____

EVENT TIME (S): _____

EVENT COORDINATOR: _____ PHONE #: _____
PLEASE PRINT

EVENT SPONSOR: _____ PHONE #: _____
IF EVENT COORDINATOR IS NOT AN EMPLOYEE OF SOUTHEASTERN UNIVERSITY

EVENT LOAD IN DATE & TIME: _____

PLEASE READ THE FOLLOWING SECTION AND INITIAL STATING THAT YOU AGREE WITH ALL POLICIES .

ALL PRODUCTIONS/EVENTS HELD IN THE BUSH CHAPEL MUST SUBMIT THIS FORM COMPLETED NO LATER THAN 14 DAYS PRIOR TO THE EVENT. ANY PRODUCTION/EVENT THAT DOES NOT SUBMIT THE FOLLOWING FORM IS NOT GUARANTEED SUPPORT FROM THE MEDIA SERVICES DEPARTMENT. SUBMITTING THIS FORM DOES NOT GUARANTEE SERVICES OR EQUIPMENT FOR YOUR EVENT. THIS FORM IS MEANT TO INFORM US OF THE SPECIFIC NEEDS FOR YOUR EVENT, UPON APPROVAL OF YOUR EVENT YOU WILL RECEIVE A FOLLOW UP PHONE CALL TO CONFIRM ALL YOUR NEEDS ARE COVERED WITHIN THIS FORM. A CONFORMATION E-MAIL WILL BE SENT TO CONFIRM YOU OF YOUR RESERVATION.

INITIAL: _____

SIGNATURE: _____ DATE: ____/____/____

E-MAIL: _____

SOUND:

☐ BAND EVENT

(PLEASE FILL OUT BACKSIDE SECTION UNDER BAND RIDER)

☐ WIRELESS MICROPHONES

QUANTITY _____

(MAXIMUM OF 8 MICS. BEFORE REQUIRING OUTSIDE RENTAL. NOTE THAT **WE WILL CHARGE FOR BATTERIES USED DURING EVENT.**)

☐ SPECIALTY/RENTAL

(PLEASE FILL OUT RENTAL SECTION OF BACKSIDE OF THIS FORM. ALSO NOTE ALL SPECIALTY AND RENTAL EQUIPMENT ARE SUBJECT TO AVAILABILITY.)

LIGHTING:

☐ CHAPEL THEATRICAL LIGHTING

☐ HAZE/FOG

(\$15.00 FEE)

VIDEO/POWERPOINT:

PLEASE NOTE THE FOLLOWING ARE THE ONLY SUPPORTED VIDEO FORMATS:

☐ DVD

☐ VHS

☐ SVHS

☐ DVCAM (32 MIN ONLY)

☐ MINI DV

☐ POWERPOINT

☐ DVD-R, DVD+R

(PLEASE NOTE THAT NOT ALL BURNED DVD'S
PLAY CORRECTLY SO PLAN TIME FOR TESTING)

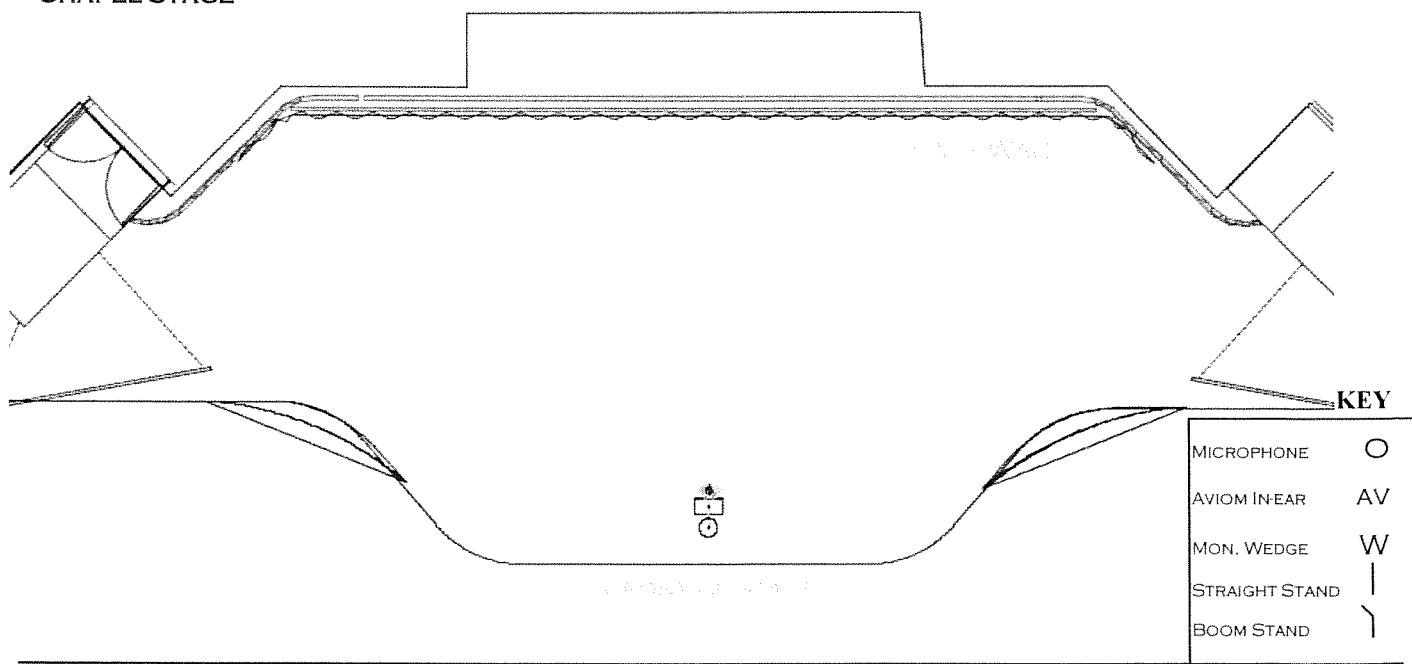
BAND RIDER:

PLEASE LIST ALL INSTRUMENTS AND VOCAL MICROPHONES ON THE TABLE BELOW. ALSO INDICATE IF EACH BAND MEMBER PREFERS MONITOR WEDGE OR AVIOM IN EAR SYSTEM. IF YOU HAVE MORE THAN 24 INPUTS PLEASE ATTACH A SEPARATE INPUT LIST.

INPUT	INSTRUMENT/ VOCAL	MONITOR	AVIOM	DI BOX	INPUT	INSTRUMENT/ VOCAL	MONITOR	AVIOM	DI BOX
1					13				
2					14				
3					15				
4					16				
5					17				
6					18				
7					19				
8					20				
9					21				
10					22				
11					23				
12					24				

PLEASE FILL IN THE STAGE PLOT USING THE KEY TO THE RIGHT OF THE PLOT, INDICATE INSTRUMENTS BY SIMPLY WRITING THE NAME (I.E. GTR, KEYS, BASS, A. GTR, DRUMS ETC.)

CHAPEL STAGE



RENTAL EQUIPMENT:

(PLEASE NOTE THAT MEDIA SERVICES IS NOT RESPONSIBLE TO PAY FOR ANY RENTAL EQUIPMENT FOR YOUR EVENT. THIS SECTION IS FOR PRODUCTION RELATED RENTALS I.E.. FOGGERS, WIRELESS MICS, ETC.. IT IS NOT FOR TABLES CHAIRS AND OTHER EVENT GOODS. NO ITEMS WILL BE RESERVED UNTIL A BUDGET TRANSFER HAS BEEN REQUESTED AND MEDIA SERVICES HAS BEEN NOTIFIED.)

ITEM:	QTY:	PRICE PER:	TOTAL:
1.			
2.			
3.			
4.			
5.			
6.			